

NACAA Annual Meeting

Committee Responsibilities: The FACAA President-Elect of the year prior to the NACAA AM/PIC leads the Florida delegation. The President-Elect, therefore, serves as the NACAA Annual Meeting Committee Chair. The Chair is responsible for identifying those FACAA members, administrators, and their family members planning to attend the AM/PIC. This list needs to be sent to IFAS Extension administration for travel approval.

This committee chair serves as the contact person for NACAA AM/PIC special activities including: notifying special guests of functions, confirming awards winner's attendance (especially PSA and AA winners), make arrangements for "States Night Out" plans, communicate regularly with IFAS Administrators that plan to attend, and notify attending FACAA members of group picture schedule.

This committee chair also verifies voting delegation for FACAA at the national meeting. The delegation usually is made up of the officers or other members of the BOD if officers are not available.

Monthly Duties:

October – November: Welcome committee members and outline expected duties and timeframe.

December:

January:

February:

March:

April: Begin to determine members' intentions to attend NACAA AM/PIC.

May:

June: Begin regular communication with membership planning to attend NACAA AM/PIC. Provide schedule updates and other reminders about the meeting.

July: Submit committee report to Chair of FACAA Annual Report.

August: Upon returning from NACAA AM/PIC, send congratulation notes to FACAA members, administrators, etc.

September:

Important Deadlines:

- ✦ Refer to NACAA AM/PIC registration deadlines each year.
- ✦ July - Submit committee report for FACAA Annual Report.

Awards and Plaque Information: A summary of award winners at the region or national level should be compiled and sent to administration, FACAA web page coordinator, and PR coordinator for FACAA upon returning to Florida.